

# Community Renewable Energy Agency Board

## Meeting Agenda

Public Notice is hereby given that the Community Renewable Energy Agency Board will assemble in a public meeting on February 6, 2023, at the Millcreek City Hall located at 3330 South 1300 East Millcreek UT, commencing at 1:00 p.m. The Board will convene in an electronic meeting. Board members may participate from remote locations. Board members will be connected to the electronic meeting by GoToMeeting, Zoom or telephonic communications. The anchor location will be Millcreek City Hall. Members of the public who are not physically present at the anchor location may attend the meeting remotely by electronic means at <https://global.gotomeeting.com/join/890138285>.

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### **REGULAR MEETING of the Board:**

#### **1. Welcome, Introduction and Preliminary Matters**

- 1.1 Purpose and overview of meeting
- 1.2 Current participation percentages included in Board packet

#### **2. Business Matters**

- 2.1 Approval of January 9, 2023 Board Meeting Minutes
- 2.2 Treasurer Report (year-to-date contributions and expenses)
- 2.3 Reports from committees (Communications, Low-Income Plan, Program Design)
- 2.4 Public Comments

*Audience members may bring any item to the Board's attention. Comments are subject to the Public Comment Policy and Procedure set forth below.*

- 2.5 Attorney update and briefing on what to expect with Public Service Commission filing
- 2.6 Board member comments
- 2.7 Closed Session (if needed): the Board may convene in a closed session to discuss items as provided by Utah Code Ann. §52-4-205

#### **3. Adjournment**

In accordance with the Americans with Disabilities Act, the Board will make reasonable accommodation for participation in the meeting. Individuals may request assistance by contacting Kurt Hansen, 801-214-2751, at least 48 hours in advance of the meeting.

Public Comment Policy and Procedure: The purpose of public comment is to allow citizens to address items on the agenda. Citizens requesting to address the Board may be asked to complete a written comment form and present it to the Millcreek City Recorder. In general, the Chair will allow an individual two minutes to address the Board. At the conclusion of the citizen comment time, the Chair may direct staff or Board members to assist the citizen on the issue presented; direct the citizen to the proper entity; or take no action. This policy also applies to all public hearings. Citizens may also submit written requests (outlining their issue) for an item to be considered at a future council meeting. The Chair may place the item on the agenda under citizen comments; direct staff or Board members to assist the citizen; direct the citizen to the entity; or take no action.

THE UNDERSIGNED HEREBY CERTIFIES THAT A COPY OF THE FOREGOING NOTICE WAS EMAILED OR POSTED TO:

Millcreek City Hall

Utah Public Notice Website

<http://pmn.utah.gov>

DATE: 2/2/22

Emily Quinton

Alex Wendt

Note agenda items may be moved in order, sequence, and time to meet the needs of the Board.

**This meeting will be live streamed via <https://millcreek.us/373/Meeting-Live-Stream>.**

# Participation Percentages

								Weighted Votes Occuring After July 31, 2022						
								Aggregate Total of Actual Phase 1 Initial, Phase 1 Anchor, and Phase 2 Initial Payments	Phase 2 Anchor Proportionate Shares, based on Max Anchor Payments	Phase 2 Remaining Balance Distributed Proportionally Among Anchors (Phase 2 Anchor Payment)	Total Phase 1 and 2 Payment Obligations as of Meeting Date Above	Participation Percentage for Weighted Votes After July 31 2022	Yes vote on Resolution XX-XX Weighted Vote?	Total Yes Percentage on Resolution XX-XX
1	7/1/2021		Grand County	2,109.37	3,110.81	2,109.37	3,110.81	\$ 6,364.78	1.49%	\$ 1,692.07	\$ 8,056.85	1.15%		0.00%
2	10/1/2021		Salt Lake County	11,570.26		11,570.26		\$ 23,140.52	0.00%	\$ -	\$ 23,140.52	3.31%		0.00%
3	7/1/2021		Summit County	10,759.97	15,868.33	10,759.97	15,868.33	\$ 32,466.94	7.61%	\$ 8,631.28	\$ 41,098.22	5.87%		0.00%
4	7/1/2021		Town of Alta	218.93		218.93		\$ 437.86	0.00%	\$ -	\$ 437.86	0.06%		0.00%
5			Bluffdale City	11,088.57		11,088.57		\$ -	0.00%	\$ -	\$ -	0.00%		0.00%
6	7/1/2021		Town of Castle Valley	106.74	157.42	106.74	157.42	\$ 322.08	0.08%	\$ 85.63	\$ 407.71	0.06%		0.00%
7	4/28/2022		Coalville City	562.99		562.99		\$ 1,125.98	0.00%	\$ -	\$ 1,125.98	0.16%		0.00%
8	7/1/2021		Cottonwood Heights	10,942.10		10,942.10		\$ 21,884.20	0.00%	\$ -	\$ 21,884.20	3.13%		0.00%
9	6/13/2022		Emigration Canyon Township	456.22		456.22		\$ 912.44	0.00%	\$ -	\$ 912.44	0.13%		0.00%
10	8/3/2021		Francis City	421.54		421.54		\$ 843.08	0.00%	\$ -	\$ 843.08	0.12%		0.00%
11	7/1/2021		City of Holladay	9,387.72		9,387.72		\$ 18,775.44	0.00%	\$ -	\$ 18,775.44	2.68%		0.00%
12			Kamas City	743.49		743.49		\$ -	0.00%	\$ -	\$ -	0.00%		0.00%
13	7/13/2021		Kearns	9,606.01		9,606.01		\$ 19,212.02	0.00%	\$ -	\$ 19,212.02	2.74%		0.00%
14	7/1/2021		Moab City	2,237.95	3,300.43	2,237.95	3,300.43	\$ 6,752.75	1.58%	\$ 1,795.21	\$ 8,547.96	1.22%		0.00%
15	7/1/2021		Millcreek	18,421.40	27,167.05	18,421.40	27,167.05	\$ 55,584.39	13.03%	\$ 14,777.00	\$ 70,361.39	10.05%		0.00%
16	4/28/2022		Oakley City	520		520		\$ 1,040.00	0.00%	\$ -	\$ 1,040.00	0.15%		0.00%
17	7/28/2021		Ogden City	35,737.26		35,737.26		\$ 71,474.52	0.00%	\$ -	\$ 71,474.52	10.21%		0.00%
18			City of Orem	31,019.52		31,019.52		\$ -	0.00%	\$ -	\$ -	0.00%		0.00%
19	7/13/2021		Park City	6,742.38	9,943.35	6,742.38	9,943.35	\$ 20,344.33	4.77%	\$ 5,408.50	\$ 25,752.83	3.68%		0.00%
20	7/1/2021		Salt Lake City	101,050.33	149,024.48	101,050.33	149,024.48	\$ 304,907.42	71.45%	\$ 81,059.05	\$ 385,966.47	55.14%		0.00%
21	7/1/2021		Town of Springdale	481.26		481.26		\$ 962.52	0.00%	\$ -	\$ 962.52	0.14%		0.00%
22			West Jordan City	37,916.77		37,916.77		\$ -	0.00%	\$ -	\$ -	0.00%		0.00%
23			West Valley City	47,899.22		47,899.22		\$ -	0.00%	\$ -	\$ -	0.00%		0.00%
	7/1/2021			350,000.00	208,571.87	350,000.00	208,571.87	586,551.27	100.00%	113,448.73	\$ 700,000.00	100%		0.00%

# Community Renewable Energy Agency Board Meeting Minutes

The Community Renewable Energy Agency Board met in a regular public meeting on **Monday, January 9, 2023**, at Millcreek City Hall, located at 3330 S. 1300 E., Millcreek, UT 84106 and participated electronically via GoToMeeting.

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## **PRESENT:**

### **Board Members**

#### ***In person***

Dan Dugan, Chair, *Salt Lake City*  
Drew Quinn, *Holladay City*  
Emily Quinton, *Summit County*  
Christopher Thomas, *Salt Lake City*

#### ***Electronic***

Randy Aton, *Springdale*  
Holly Smith, *Holladay City*  
Elissa Martin, *Grand County*  
Pamela Gibson, *Castle Valley*  
Chris Cawley, *Alta*  
Luke Cartin, *Park City*  
Kalen Jones, *Moab*  
Ann Granato, *Salt Lake County*  
Samantha DeSeelhorst, *Cottonwood Heights*  
Joe Frazier, *Oakley*  
Patrick Schaeffer, *Kearns Metro Township*  
David Brems, *Emigration Canyon Township*  
Alexi Lamm, *Moab*  
Roger Armstrong, *Summit County*

**In Person Attendees:** Kurt Hansen, *Millcreek*; Alex Wendt, *Millcreek*

**Electronic Attendees:** Bob Davis, *Division of Public Utilities*; Brenda Salter, *Division of Public Utilities*; Phillip Russell, *attorney*; Jeremy Shinoda, *Ogden resident*; Taylor Hill, *Salt Lake City staff*; Sara Montoya, *Salt Lake City staff*; Eliza Cowie, *O2 Utah*; Lisa Yoder, *Salt Lake City resident*; Juan Martinez, *Salt Lake City Dept of Airports*

Minutes by Alex Wendt, Millcreek Deputy Recorder.

## **REGULAR MEETING – 1:00 p.m.**

### **TIME COMMENCED: 1:02 p.m.**

- 1. Welcome, Introduction, and Preliminary Matters**
  - 1.1 Purpose and Overview of Meeting**
  - 1.2 Current Participation Percentages included in Board Packet**
- 2. Business Matters**

## **2.1 Approval of December 5, 2022, Board Meeting Minutes**

**Board Member Quinn moved to approve the December 5, 2022, Board Meeting Minutes. Board Member Quinton seconded. Chair Dugan called for the vote. All Board Members voted yes. The motion passed unanimously.**

## **2.2 Treasurer Report (Year-to-Date Contributions and Expenses)**

Board Member Quinton gave the report. The only payment the Board has not received is Grand County's anchor payment, that is due at the end of January.

## **2.3 Reports From Committees (Program Design, Low-Income Plan, Communications)**

Board Member Cawley gave the Communication report. The Communication Committee met two times in December and once in January. In the December 15<sup>th</sup> meeting they reviewed the responses to the RFP for a communication consultant. The January 3<sup>rd</sup> meeting, they continued to discuss the consultant procurement. Only 1 response was received. After reviewing and discussing the response, the committee decided not to hire the respondent. The committee intends to continue pursuing a procurement, will work with Millcreek to identify next steps: activate a state of Utah cooperative contract, or issue another RFP. January communication activities include updates on ordinance finalization, and low-income strategies. They will continue working with Millcreek to explore consultant procurement options, meeting with o2 Utah and the Sierra Club. The Communication Committee will prepare and distribute the January newsletter. Monthly meetings will be changed to the second Friday of each month. Board Member Quinton asked if the Communication Committee felt they had the bandwidth to navigate the Utah cooperative contract system. Board Member Cawley said that in his experience it really depends on what group you wish to contract with and that they feel prepared.

Board Member DeSeelhorst gave the Low-Income Plan Committee update. Board Member DeSeelhorst reviewed why the Low-Income Plan Committee exists, a low-income plan is required by law. Each community needs to have a low-income plan, each community can use the template, and the Board has determined the template should include different strategies. Strategies are built into the program design, strategies focus on communicating program details, and elective strategies may be used locally. At the December 2022 Board Meeting the Agency adopted two Programmatic Strategies, these are the enhanced monthly bill credit and the termination fee waiver. At the same time the Agency adopted a resolution stating its support for a future elective donation program via Rocky Mountain Power's (RMP) online billing platform. Following the Board vote, the Committee has updated each community low-income plan template. Additionally, the Committee is working on verbiage updated to convey the purpose of low-income plans more clearly, within the introductory paragraph listed in each template.

A previous timeline projected the Program Application being submitted during December 2022. This has been moved to March 2023. With a few more months of preparation time available they have extended the deadline for each community to finalize their outreach strategies and elective strategy sections. If communities plan to provide outreach to organizations they have never worked with, it may be good to initiate contact early on,

prior to formal outreach taking place.

Board Member Thomas gave the Program Design Committee update. They formed a small coordination group to help on remaining program design topics. Mr. Thomas said the utility agreement draft has been sent to RMP. The Committee hopes to present a near final version of the utility agreement on February 6<sup>th</sup>. The Program Design Committee hopes there will be a vote to approve the Utility Agreement at a Special Board Meeting on February 27<sup>th</sup>. They hope to bring additional Program Design issues to the Board for consideration at the regular meeting on March 6<sup>th</sup> and a special meeting on March 27<sup>th</sup>.

Mr. Thomas said that Monica O'Malley, Salt Lake City staff, helped with new maps and jurisdictional area maps. Some communities have geographic space that is in their boundary, but they do not have jurisdiction over them. Some communities need to be careful about jurisdictional areas and some do not. Rocky Mountain Power uses a tax ID code to distinguish between Federal and non-federal customer accounts and this code will likely determine who becomes automatically enrolled in the program.

Communities need to prepare to budget for opt-out noticing. State law requires that communities cover the cost to mail two-opt out notices to customers within their boundaries. These are the last costs they envision participating communities will need to appropriate; future costs should be paid through program rates. They envision opt-out noticing beginning sometime between December 2023 and March 2024. Cities and towns should budget these costs for fiscal year 2024. If possible, counties should budget these costs for fiscal year 2023. But if not, please budget for fiscal year 2024. A community only needs to pay for the noticing costs if it passes the ordinance to finalize participation.

Today the Board will be voting on comments to be sent to the EPA regarding Climate Pollution Reduction Grants. Mr. Thomas requested that communities request time for their council agenda in March on the utility agreement and be ready to get input from your municipal attorney. Board Member Quinton said the last time the Board went through the utility agreement was October, maybe there should be a review. Mr. Thomas said there will be a review in February, and people can begin asking questions now.

## **2.4 Public Comments**

There were no public comments.

## **2.5 Discussion and Consideration of Resolution 23-01, Resolution of the Board Approving Model Ordinance Language**

Phil Russell, outside Counsel for the Board, explained this is the draft ordinance that will be attached to the application and is intended to be a template. Each community will make conforming changes to the style of it. Because it is a template, there are things that may need to be changed, but it must adopt the community renewable energy program. The ordinances needs to have the start date and who will participate in the program. Section 2 describes who will participate and how they can opt out. Section two also talks about the communication people will receive from RMP. Section 3 addresses termination fees. Section 4 talks about the acquisition of renewable energy sources. The Program Design Committee has talked about getting new resources on behalf of the program.

Section 5 addresses rates and rate adjustments. Section 6 reviews utility billing for participating customers, section 7 addresses community ongoing participation in the program. Chair Dugan said again this is a template and only certain things can be altered.

**Board Member Quinn moved to approve Resolution 23-01, Resolution of the Board Approving Model Ordinance Language. Board Member DeSeelhorst seconded the motion. Board Member Dugan asked for the vote. All members voted yes. The motion passed unanimously.**

## **2.6 Discussion and Consideration of Resolution 23-02 Resolution of the Board Approving Climate Pollution Reduction Grant Comments**

Chair Dugan said that these are comments in the Board Packet created by Board Member Thomas and Secretary Quinton. These will be submitted to the EPA.

**Board Member Quinn moved to approve Resolution 23-02, Resolution of the Board Approving Climate Pollution Reduction Grant Comments. Board Member Aton seconded the motion. Board Member Dugan asked for the vote. All Board Members voted yes. The motion passed unanimously.**

## **2.7 Discussion and Consideration of holding Special Board Meetings on February 27, 2023, and March 27, 2023, commencing at 1pm at Millcreek City Hall for review, discussion, and consideration of Program Application Elements.**

Chair Dugan asked board members to put the dates of February 27 and March 27, 2023, on their calendar for potential special meeting dates. As the board gets closer to these meetings the Board will decide to hold them or not.

## **2.8 Board Member Comments**

Secretary Quinton said she will be sending new calendar notifications. Chair Dugan welcomed Summit County Council Member Roger Armstrong.

## **2.9 Closed Session (If Needed): The Board may convene in a closed session to discuss items as provided by Utah Code Ann. 52-4-205.**

## **3. Adjournment**

**Board Member DeSeelhorst moved to adjourn the meeting at 2:05 p.m. Board Member Schaeffer seconded. Chair Dugan called for the vote. All Board Members voted yes. The motion passed unanimously.**

**APPROVED: \_\_\_\_\_ Date**  
**Dan Dugan, Chair**

**ATTEST:**

\_\_\_\_\_  
**Emily Quinton, Secretary**

## Community Renewable Energy Agency Board

Treasurer's Report for 2/6/23 Meeting

Billing report (p. 1 of 2)

### Community Renewable Energy

Billing Report

For Date Range: 09/01/2021 - 01/31/2023

#### CRE - CRE MEMBERSHIP

Date Billed	Name	Account Name	Amount
9/15/2021	GRAND COUNTY	Membership Fee - Phase I Initial Payment	2,109.37
9/15/2021	SUMMIT COUNTY	Membership Fee - Phase I Initial Payment	10,759.97
9/15/2021	TOWN OF ALTA	Membership Fee - Phase I Initial Payment	218.93
9/15/2021	TOWN OF CASTLE VALLEY	Membership Fee - Phase I Initial Payment	106.74
9/15/2021	COTTONWOOD HEIGHTS	Membership Fee - Phase I Initial Payment	10,942.10
9/15/2021	FRANCIS CITY	Membership Fee - Phase I Initial Payment	421.54
9/15/2021	CITY OF HOLLADAY	Membership Fee - Phase I Initial Payment	9,387.72
9/15/2021	KEARNS	Membership Fee - Phase I Initial Payment	9,606.01
9/15/2021	MOAB CITY	Membership Fee - Phase I Initial Payment	2,237.95
9/15/2021	MILLCREEK	Membership Fee - Phase I Initial Payment	18,421.40
9/15/2021	OGDEN CITY	Membership Fee - Phase I Initial Payment	35,737.26
9/15/2021	PARK CITY	Membership Fee - Phase I Initial Payment	6,742.38
9/15/2021	SALT LAKE CITY	Membership Fee - Phase I Initial Payment	101,050.33
9/15/2021	SPRINGDALE CITY	Membership Fee - Phase I Initial Payment	481.26
10/19/2021	SALT LAKE COUNTY	Membership Fee - Phase I Initial Payment	11,570.26
11/10/2021	GRAND COUNTY	Anchor Payment - Phase I	2,146.04
11/10/2021	SUMMIT COUNTY	Anchor Payment - Phase I	10,947.00
11/10/2021	TOWN OF CASTLE VALLEY	Anchor Payment - Phase I	108.60
11/10/2021	MOAB CITY	Anchor Payment - Phase I	2,276.85
11/10/2021	MILLCREEK	Anchor Payment - Phase I	18,741.59
11/10/2021	PARK CITY	Anchor Payment - Phase I	6,859.57
11/10/2021	SALT LAKE CITY	Anchor Payment - Phase I	102,806.76



## Billing report (p. 2 of 2)

4/12/2022 GRAND COUNTY	Membership Fee - Phase II Initial Payment	2,109.37
4/12/2022 SUMMIT COUNTY	Membership Fee - Phase II Initial Payment	10,759.97
4/12/2022 TOWN OF ALTA	Membership Fee - Phase II Initial Payment	218.93
4/12/2022 TOWN OF CASTLE VALLEY	Membership Fee - Phase II Initial Payment	106.74
4/12/2022 COTTONWOOD HEIGHTS	Membership Fee - Phase II Initial Payment	10,942.10
4/12/2022 FRANCIS CITY	Membership Fee - Phase II Initial Payment	421.54
4/12/2022 CITY OF HOLLADAY	Membership Fee - Phase II Initial Payment	9,387.72
4/12/2022 KEARNS	Membership Fee - Phase II Initial Payment	9,606.01
4/12/2022 MOAB CITY	Membership Fee - Phase II Initial Payment	2,237.95
4/12/2022 MILLCREEK	Membership Fee - Phase II Initial Payment	18,421.40
4/12/2022 OGDEN CITY	Membership Fee - Phase II Initial Payment	35,737.26
4/12/2022 PARK CITY	Membership Fee - Phase II Initial Payment	6,742.38
4/12/2022 SALT LAKE CITY	Membership Fee - Phase II Initial Payment	101,050.33
4/12/2022 SPRINGDALE CITY	Membership Fee - Phase II Initial Payment	481.26
4/12/2022 SALT LAKE COUNTY	Membership Fee - Phase II Initial Payment	11,570.26
5/4/2022 COALVILLE CITY	Membership Fee - Phase I Initial Payment	562.99
5/4/2022 OAKLEY CITY	Membership Fee - Phase I Initial Payment	520.00
5/4/2022 COALVILLE CITY	Membership Fee - Phase II Initial Payment	562.99
5/4/2022 OAKLEY CITY	Membership Fee - Phase II Initial Payment	520.00
6/15/2022 EMIGRATION CANYON METRO TOWNSHIP	Membership Fee - Phase I Initial Payment	456.22
6/15/2022 EMIGRATION CANYON METRO TOWNSHIP	Membership Fee - Phase II Initial Payment	456.22
9/27/2022 GRAND COUNTY	Anchor Payment - Phase II	1,692.06
9/27/2022 SUMMIT COUNTY	Anchor Payment - Phase II	8,631.28
9/27/2022 TOWN OF CASTLE VALLEY	Anchor Payment - Phase II	85.62
9/27/2022 MOAB CITY	Anchor Payment - Phase II	1,795.21
9/27/2022 MILLCREEK	Anchor Payment - Phase II	14,777.01
9/27/2022 PARK CITY	Anchor Payment - Phase II	5,408.50
9/27/2022 SALT LAKE CITY	Anchor Payment - Phase II	81,059.05

**Total Billed \$ 700,000.00**

## Revenue report (p. 1 of 2)

Revenue Receipt Report  
For Date Range: 09/01/2021 - 01/31/2023

## CRE - CRE MEMBERSHIP

Post Date	Receipt Name	Account Number	Account Name	Amount
9/24/2021	TOWN OF ALTA	701-3450-0000	Membership Fee - Phase I Initial Payment	218.93
9/24/2021	KEARNS -GREATER SALT LAKE MUNICIPAL SERVICES	701-3450-0000	Membership Fee - Phase I Initial Payment	9,606.01
9/24/2021	TOWN OF CASTLE VALLEY	701-3450-0000	Membership Fee - Phase I Initial Payment	106.74
9/27/2021	CITY OF HOLLADAY	701-3450-0000	Membership Fee - Phase I Initial Payment	9,387.72
9/27/2021	SUMMIT COUNTY	701-3450-0000	Membership Fee - Phase I Initial Payment	10,759.97
9/29/2021	COTTONWOOD HEIGHTS	701-3450-0000	Membership Fee - Phase I Initial Payment	10,942.10
9/30/2021	MILLCREEK	701-3450-0000	Membership Fee - Phase I Initial Payment	18,421.40
10/4/2021	CITY OF MOAB	701-3450-0000	Membership Fee - Phase I Initial Payment	2,237.95
10/4/2021	OGDEN CITY	701-3450-0000	Membership Fee - Phase I Initial Payment	35,737.26
10/4/2021	SALT LAKE CITY	701-3450-0000	Membership Fee - Phase I Initial Payment	101,050.33
10/8/2021	FRANCIS CITY	701-3450-0000	Membership Fee - Phase I Initial Payment	421.54
10/8/2021	TOWN OF SPRINGDALE	701-3450-0000	Membership Fee - Phase I Initial Payment	481.26
10/28/2021	PARK CITY	701-3450-0000	Membership Fee - Phase I Initial Payment	6,742.38
11/10/2021	GRAND COUNTY	701-3450-0000	Membership Fee - Phase I Initial Payment	2,109.37
11/23/2021	PARK CITY	701-3450-0000	Anchor Payment - Phase I	6,859.57
11/23/2021	SUMMIT COUNTY	701-3450-0000	Anchor Payment - Phase I	10,947.00
11/23/2021	SALT LAKE CITY	701-3450-0000	Anchor Payment - Phase I	102,806.76
11/29/2021	MILLCREEK	701-3450-0000	Anchor Payment - Phase I	18,741.59
11/29/2021	TOWN OF CASTLE VALLEY	701-3450-0000	Anchor Payment - Phase I	108.60
11/29/2021	CITY OF MOAB	701-3450-0000	Anchor Payment - Phase I	2,276.85
12/7/2021	SALT LAKE COUNTY	701-3450-0000	Membership Fee - Phase I Initial Payment	11,570.26
2/17/2022	GRAND COUNTY	701-3450-0000	Anchor Payment - Phase I	2,146.04
4/18/2022	COTTONWOOD HEIGHTS	701-3450-0000	Membership Fee - Phase II Initial Payment	10,942.10
4/21/2022	KEARNS -GREATER SALT LAKE MUNICIPAL SERVICES	701-3450-0000	Membership Fee - Phase II Initial Payment	9,606.01
4/21/2022	TOWN OF ALTA	701-3450-0000	Membership Fee - Phase II Initial Payment	218.93
4/25/2022	TOWN OF CASTLE VALLEY	701-3450-0000	Membership Fee - Phase II Initial Payment	106.74
4/25/2022	PARK CITY	701-3450-0000	Membership Fee - Phase II Initial Payment	6,742.38
5/2/2022	SUMMIT COUNTY	701-3450-0000	Membership Fee - Phase II Initial Payment	10,759.97
5/10/2022	GRAND COUNTY	701-3450-0000	Membership Fee - Phase II Initial Payment	2,109.37
5/19/2022	OAKLEY CITY	701-3450-0000	Membership Fee - Phase I Initial Payment	520.00
6/1/2022	COALVILLE CITY	701-3450-0000	Membership Fee - Phase I Initial Payment	562.99
6/1/2022	SPRINGDALE CITY	701-3450-0000	Membership Fee - Phase II Initial Payment	481.26
6/21/2022	SALT LAKE COUNTY	701-3450-0000	Membership Fee - Phase II Initial Payment	11,570.26
6/27/2022	EMIGRATION CANYON METRO TOWNSHIP	701-3450-0000	Membership Fee - Phase I Initial Payment	456.22
6/27/2022	EMIGRATION CANYON METRO TOWNSHIP	701-3450-0000	Membership Fee - Phase II Initial Payment	456.22

## Revenue report (p. 2 of 2)

7/7/2022 MILLCREEK	701-3450-0000	Membership Fee - Phase II Initial Payment	18,421.40
7/19/2022 SALT LAKE CITY	701-3450-0000	Membership Fee - Phase II Initial Payment	101,050.33
7/27/2022 OGDEN CITY	701-3450-0000	Membership Fee - Phase II Initial Payment	35,737.26
7/27/2022 CITY OF HOLLADAY	701-3450-0000	Membership Fee - Phase II Initial Payment	9,387.72
7/29/2022 COALVILLE CITY	701-3450-0000	Membership Fee - Phase II Initial Payment	562.99
7/29/2022 FRANCIS CITY	701-3450-0000	Membership Fee - Phase II Initial Payment	421.54
7/29/2022 CITY OF MOAB	701-3450-0000	Membership Fee - Phase II Initial Payment	2,237.95
8/8/2022 OAKLEY CITY	701-3450-0000	Membership Fee - Phase II Initial Payment	520.00
10/6/2022 SUMMIT COUNTY	701-3450-0000	Anchor Payment - Phase II	8,631.28
10/6/2022 SALT LAKE CITY	701-3450-0000	Anchor Payment - Phase II	81,059.05
10/6/2022 CITY OF MOAB	701-3450-0000	Anchor Payment - Phase II	1,795.21
10/17/2022 MILLCREEK	701-3450-0000	Anchor Payment - Phase II	14,777.01
10/27/2022 TOWN OF CASTLE VALLEY	701-3450-0000	Anchor Payment - Phase II	85.62
11/16/2022 PARK CITY	701-3450-0000	Anchor Payment - Phase II	5,408.50

**Total Received    \$    698,307.94**

## Accounts payable report:

**Community Renewable Energy**

Accounts Payable Report

For Date Range: 09/01/2021 - 01/31/2023

Post Date	Vendor	Account Number	Account Name	Amount
12/21/2021	JAMES DODGE RUSSELL & STEPHENS, P.C.	701-7110-3100	Professional Services	2,425.50
1/25/2022	JAMES DODGE RUSSELL & STEPHENS, P.C.	701-7110-3100	Professional Services	5,184.00
3/8/2022	JAMES DODGE RUSSELL & STEPHENS, P.C.	701-7110-3100	Professional Services	6,615.00
3/29/2022	JAMES DODGE RUSSELL & STEPHENS, P.C.	701-7110-3100	Professional Services	15,481.35
4/12/2022	JAMES DODGE RUSSELL & STEPHENS, P.C.	701-7110-3100	Professional Services	23,526.27
6/21/2022	JAMES DODGE RUSSELL & STEPHENS, P.C.	701-7110-3100	Professional Services	20,222.91
6/30/2022	JAMES DODGE RUSSELL & STEPHENS, P.C.	701-7110-3100	Professional Services	6,242.87
8/9/2022	JAMES DODGE RUSSELL & STEPHENS, P.C.	701-7110-3100	Professional Services	9,643.00
10/11/2022	JAMES DODGE RUSSELL & STEPHENS, P.C.	701-7110-3100	Professional Services	26,701.25
10/25/2022	JAMES DODGE RUSSELL & STEPHENS, P.C.	701-7110-3100	Professional Services	15,702.75
11/8/2022	JAMES DODGE RUSSELL & STEPHENS, P.C.	701-7110-3100	Professional Services	2,320.25
12/13/2022	JAMES DODGE RUSSELL & STEPHENS, P.C.	701-7110-3100	Professional Services	9,047.50
1/10/2023	JAMES DODGE RUSSELL & STEPHENS, P.C.	701-7110-3100	Professional Services	11,118.50

<b>Total Paid</b>	<b>\$</b>	<b>154,231.15</b>
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<b>Unspent Revenue</b>	<b>\$</b>	<b>544,076.79</b>
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# Agenda Item 2.3 Communications Committee Update

Community Renewable Energy Board Meeting  
February 2023

*Committee Membership: Salt Lake City, Cottonwood  
Heights, Alta, Holladay, Moab*



# Committee Activities - January

- *January 3rd Meeting:*  
discussed consultant procurement, planned for January communications activities
- *January 19th Meeting:*  
coordination with environmental non-profits

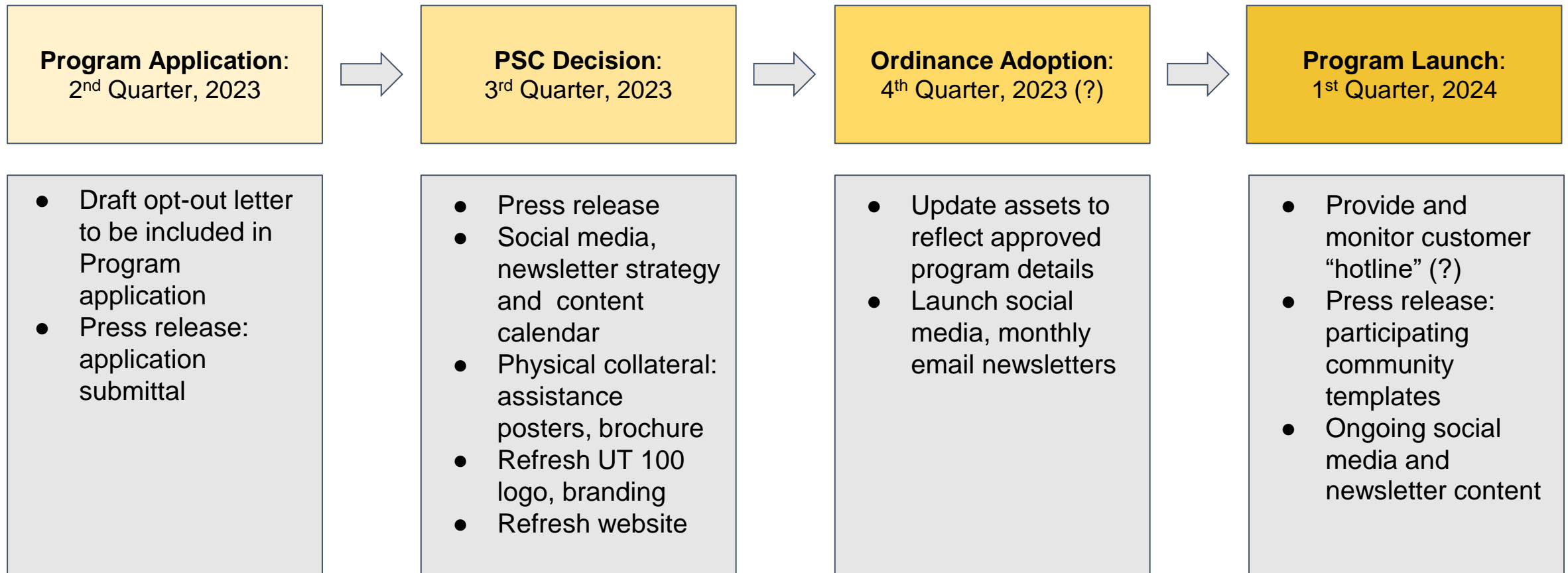


# Communications Consultant

- Communications RFP yielded only 1 response, committee decided not to accept proposal
- Received direction from Millcreek City to approach communications firms with active State of Utah cooperative contracts
- Hoping to bring a scope and fee to the Agency Board for approval at the March 6th Board meeting
- Pursuing original scope of work with updated timeline

# Communications Consultant – Scope of Work

Tasks scheduled according to projected program milestones timeline:





# Coordination with Nonprofits

January 19th meeting

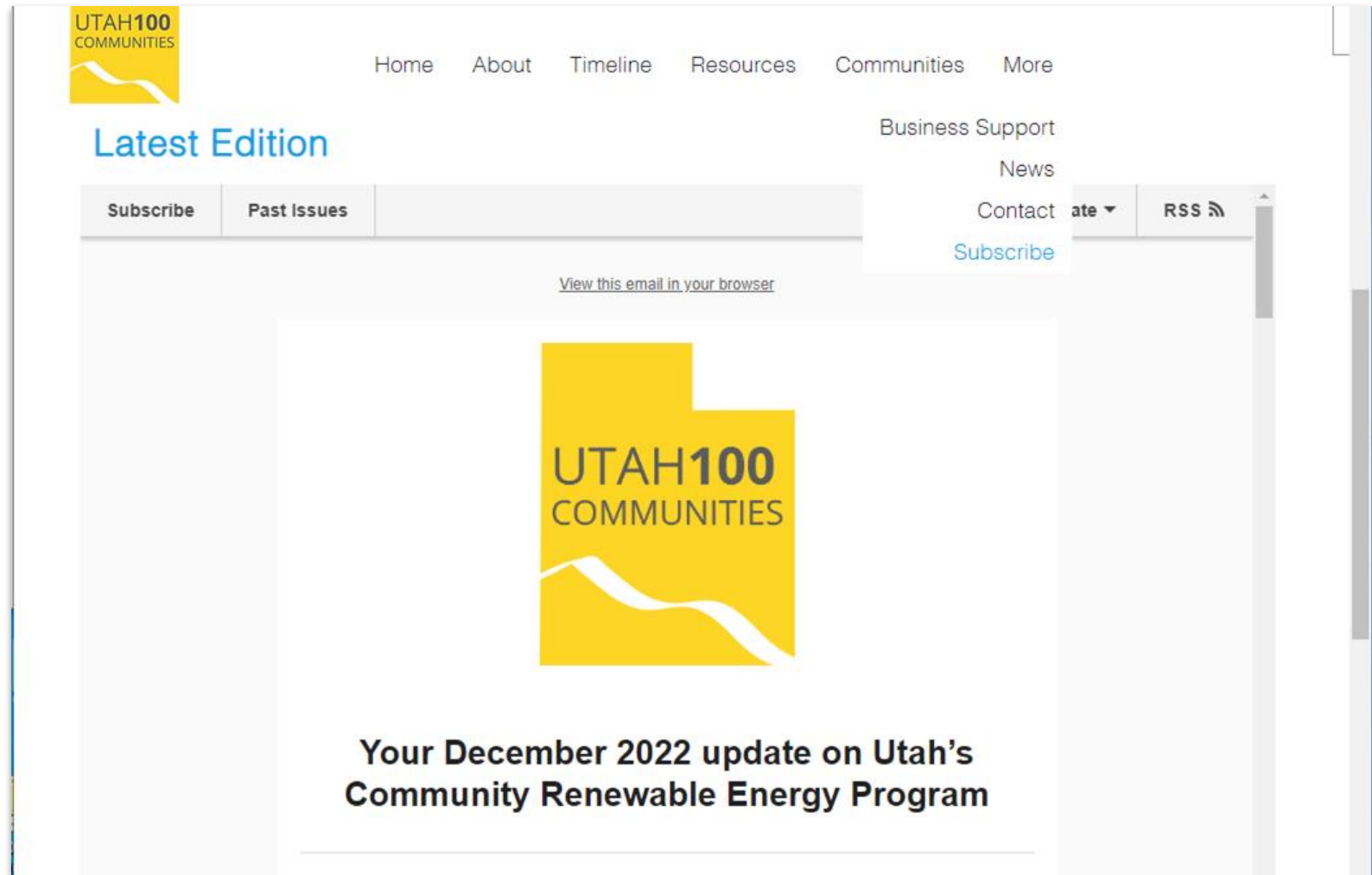
- 02 Utah, Utah Chapter of the Sierra Club
- Orgs are requesting guidance on messaging from the Agency
- Committee will draft one-page “info sheet” on utility agreement
- Follow-up meeting: February 16th



**SIERRA CLUB**  
UTAH CHAPTER

# January Communications Activities

- [Newsletter](#), E-kit:
  - Update on municipal ordinance finalization
  - Low income strategies
  - Intermountain Sustainability Summit, Agency presentation
- [Newsletter](#) sent on 1/24, E-kit sent on 1/25



# Next Steps

- *Identify preferred communications firm, negotiate scope and fee proposal*
- *Request Board approval of scope and fee, contract during March 6th meeting*
- *Continue coordination with nonprofits, February 16th meeting*
- *Develop utility agreement info sheet*
- *Continue monthly email newsletter, e-kit*
- *Monthly meetings: changed to second Friday at 10:00 AM:*
  - *Next meeting February 10th at 9:00 AM*

# Low-Income Plan Committee Update

Community Renewable Energy Board Meeting  
February 2023



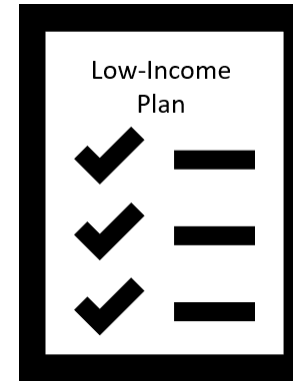
# Low-Income Plan Committee Membership

- Castle Valley
- Cottonwood Heights
- Kearns
- Ogden
- Park City
- Salt Lake City
- Summit County

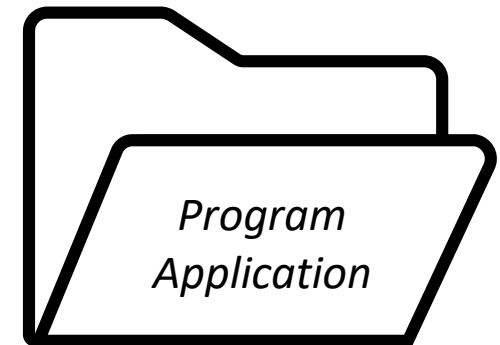
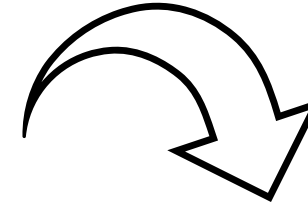
[Resolution 21-12](#)

# Low-Income Plans

- Thank you for the effort by Board Members and support staff to finish the Low-Income Plans!
- The completed plans have been moved from the general Google Drive folder to a locked “completed” folder.
  - If you need to get back into your plan, please notify Samantha and she will send you access.
- The completed plans will be included in our overall Program Application, along with a variety of other documents.



**x 18**



# Next Steps for Outreach

Within their Low-Income Plan, each community has identified organizations or groups that it plans to conduct Program outreach with. This outreach will entail:

1. *Offer to meet with the identified organizations to make them aware of Program information*
  - Can be virtual or via phone call
2. *Invite the organizations to a quarterly meeting hosted by the Low-Income Plan Committee*
3. *Add a contact email address from the organization to the Agency's list-serv*
4. *Provide a printed poster in English and Spanish to the organizations for posting in their offices*
  - Poster files will be provided to each community by the Low-Income Plan Committee, likely in coordination with the Communications Committee
5. *Provide a template informational email to the organizations for easy transmittal of Program information to their clientele.*
  - Template email will be provided to each community by the Low-Income Plan Committee, likely in coordination with the Communications Committee

# Contact Information Appendix

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To help facilitate this outreach, the Low-Income Plan Committee is creating a master appendix with contact information for **every** organization identified in the various low-income plans.

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This appendix will be given to every community to help them in their outreach efforts.





# Outreach Overlap

The Low-Income Plan Committee will also **identify overlap** of the various outreach organizations and **notify communities of opportunities to coordinate** on a single outreach effort.

Example: If Salt Lake City, Millcreek, and Kearns all identified the same organization on their outreach lists, the Low-Income Plan Committee will notify these communities so they can coordinate on a single outreach effort to this organization, instead of three separate efforts.



# Outreach Overlap

For overlaps constituting **majority of communities**, the **Low-Income Plan Committee will facilitate** the outreach itself.

Example: If the majority of communities all identified the same organization on their outreach lists, the Low-Income Plan Committee will facilitate that outreach as a single point of contact.

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# Conducting Outreach

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The actual outreach to these organizations doesn't need to take place until after the Program Application is approved.

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**However,** if communities plan to provide outreach to organizations they've never worked with, it may be good to initiate contact early on, prior to formal outreach taking place.

# QUESTIONS?

*Meet with the Low-Income Plan  
Committee to discuss!*

Email Samantha to set up a meeting with the Committee.

[sdeseelhorst@ch.Utah.gov](mailto:sdeseelhorst@ch.Utah.gov)

# Agenda Item 2.3 Program Design Committee Update

Community Renewable Energy Board Meeting  
February 2023



# Program Design Committee Membership

- Summit County
- Holladay
- Millcreek
- Ogden
- Park City
- Salt Lake City
- Springdale

[Resolution 21-05](#)

[Resolution 21-06](#)

# Key Activities

- Committee met three times in January
- Small group met with the Department of Energy Loan Programs Office
- Municipal attorneys met with Agency outside counsel Phil Russell to discuss a draft of the Utility Agreement from Rocky Mountain Power
- Received data request from Rocky Mountain Power to prepare budgeting guidance for noticing costs

# Program Application – Required Items

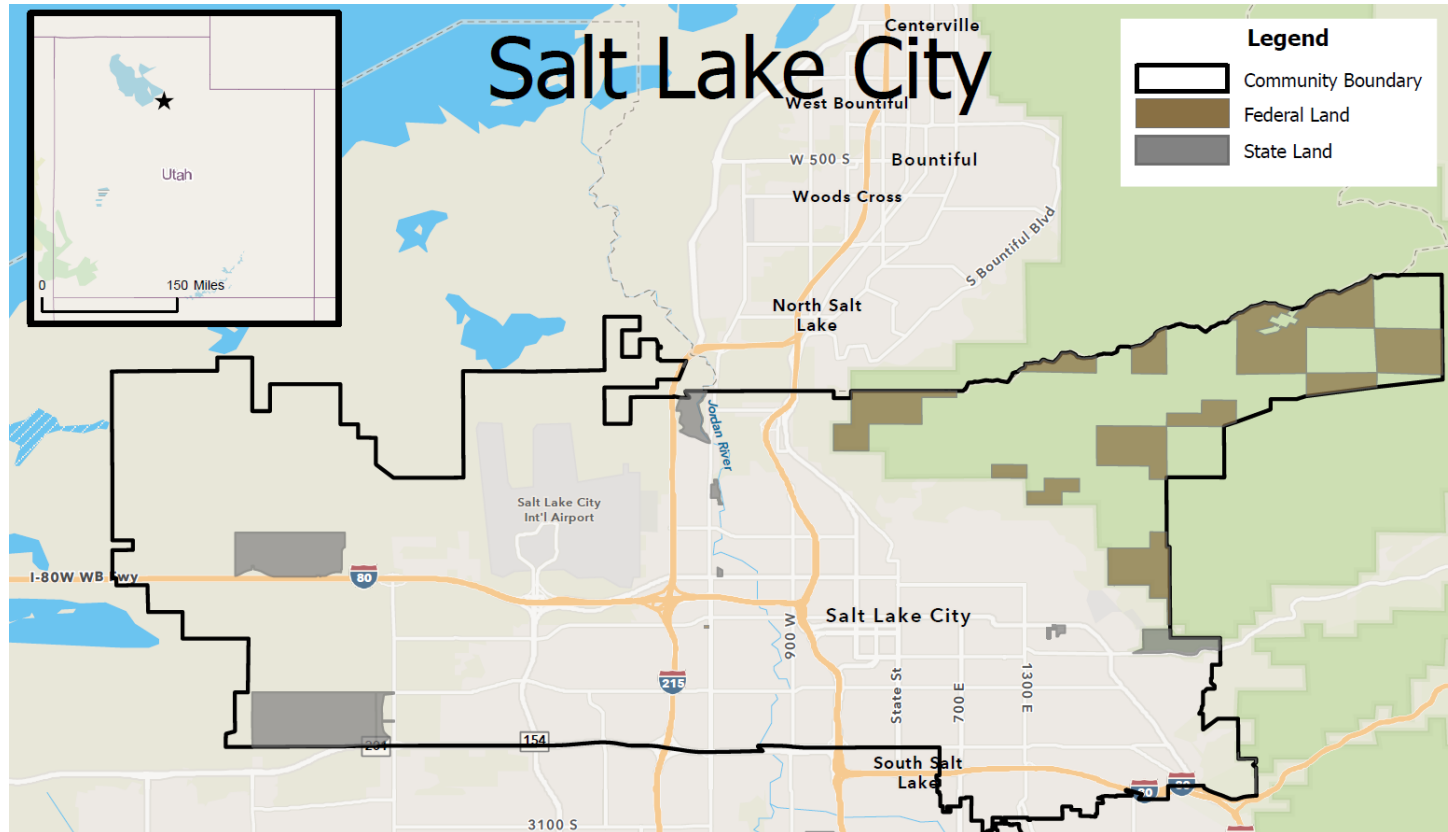
	Agency Working Committee	Rocky Mountain Power	Board Vote
Name and boundary map for each eligible community	Revising		
Proposed ordinance language	Drafted	--	Jan 2023
Customer count by schedule, monthly load by class, 10-year load forecast by class	Reviewing data	Provided data	
Projected program rates for each customer class	Conceptual Discussions		
Process for periodic rate adjustment filings	Conceptual Discussions		
Proposed tariff changes		Not started	
Utility Agreement	Revising	Reviewed draft	
Governance Agreement	Complete		
Plans for low-income assistance (Programmatic)	Recommendations	Reviewed	Approved*
Proposed resource solicitation process	Conceptual Discussions		
Proposed form of opt-out notices	Drafting		
Projected implementation date	Conceptual Discussions		
Other informational materials	Not Started		
Explanation how other customers and utility not subject to costs	Drafting		



# Requests: Preparing for the Utility Agreement (updated)

- The Committee hopes to distribute a near-final version of the Utility Agreement to Board members around **Feb 20**
- Please solicit feedback from your municipal attorney on that draft between **Feb 20 and Feb 27**
- The committee hopes to bring a near-final version of the Utility Agreement to the special Board meeting on **Feb 27**
- The Committee hopes there will be a vote to approve the Utility Agreement at the regular Board meeting on **Mar 6**
- Please schedule time on your Council or Commission's agenda to present the Utility Agreement for signature during the **month of March after March 6th**
- We hope to bring additional Program Design issues to the Board for consideration at the regular meeting on **Mar 6** and the special meeting on **Mar 27**

# Community Maps



- Municipal jurisdiction over State and Federal lands is complicated
  - In some realms, like public safety, municipal jurisdiction may prevail (e.g., requiring sprinklers in buildings)
  - In other areas, like taxation, municipal jurisdiction doesn't prevail
  - Trying to define jurisdictional authority as it pertains to our Program could be messy and involved
- Salt Lake City is discussing a map that indicates State and Federal lands but does not reference "jurisdiction"
- Two large customers with buildings on State and Federal lands are providing RMP a list of electric account numbers and asking what their options are for participating in the Program

# Request: Prepare to budget for opt-out noticing

- State law requires that communities cover the cost to mail two opt-out notices to customers within their boundaries
- These are the last costs we envision participating communities will need to appropriate; future costs should be paid through Program rates
- Chair Dugan sent a spreadsheet with updated noticing costs plus a 5% margin (next slide)
- Please note: the per-mailer cost increased by ~77% from the 2020 quote
- For cities and towns, budget for FY 2024 (beginning July 1, 2023)
- For counties, budget for FY 2023 if possible, but definitely for FY 2024 (beginning Jan 1, 2024)
- Please note: A community only needs to pay for the noticing costs if it passes the ordinance to finalize participation

# Updated budget Guidance for FY 2023/2024 noticing costs

Community	Customer Count	Notice #1 - Cost per Mailer (up 78% from .41096)	Notice #2 - Cost per Mailer (up 76% from .38545)	Total mailing cost	Recommended FY 2024 Budget Amount (+5%)
Alta	263	0.7317	0.6767	\$ 370.41	\$ 388.93
Castle Valley	283	0.7317	0.6767	\$ 398.58	\$ 418.51
Coalville	1,137	0.7317	0.6767	\$ 1,601.35	\$ 1,681.42
Cottonwood Heights	14,602	0.7317	0.6767	\$ 20,565.46	\$ 21,593.73
Emigration Canyon Township	473	0.7317	0.6767	\$ 666.17	\$ 699.48
Francis	713	0.7317	0.6767	\$ 1,004.19	\$ 1,054.40
Grand County Unincorporated	3,298	0.7317	0.6767	\$ 4,644.90	\$ 4,877.15
Holladay	13,207	0.7317	0.6767	\$ 18,600.74	\$ 19,530.78
Kearns	10,702	0.7317	0.6767	\$ 15,072.70	\$ 15,826.33
Millcreek	25,510	0.7317	0.6767	\$ 35,928.28	\$ 37,724.70
Moab	3,653	0.7317	0.6767	\$ 5,144.89	\$ 5,402.13
Oakley	752	0.7317	0.6767	\$ 1,059.12	\$ 1,112.07
Ogden	37,710	0.7317	0.6767	\$ 53,110.76	\$ 55,766.30
Park City	10,907	0.7317	0.6767	\$ 15,361.42	\$ 16,129.49
Salt Lake City	105,373	0.7317	0.6767	\$ 148,407.33	\$ 155,827.70
Salt Lake County Unincorporated	11,994	0.7317	0.6767	\$ 16,892.35	\$ 17,736.97
Springdale	706	0.7317	0.6767	\$ 994.33	\$ 1,044.05
Summit County Unincorporated	11,886	0.7317	0.6767	\$ 16,740.24	\$ 17,577.25
<b>TOTALS</b>	<b>253,169</b>			<b>\$ 356,563.22</b>	<b>\$ 374,391.38</b>

# Next Steps

- **Requests for member communities**
  - Please be ready to solicit input from your municipal attorney on the draft Utility Agreement in February
  - Please request time on your Council / Commission agenda for March to present the Utility Agreement
  - Please plan to budget for noticing costs using updated estimates to be provided by email later this month
  - Please look for email from Christopher to help finalize maps